



Convention & Entertainment Facilities Department
Parking Management Division
1001 Avenida de las Americas, Houston, Texas 77010
713.853.8100 Office
713.853.8278 Fax
parking@cityofhouston.net
Monday - Friday 8 a.m. to 6 p.m., Saturday, 9 a.m. to 6 p.m.

Special Event Valet Parking

Per City Ordinance, Sec. 26-450 any establishment wishing to use the public streets for valet pick-up/drop-off of vehicles for special events must notify the City no later than 48 hours before a special event. Please complete the form below and submit to City of Houston Parking Management at parking@cityofhouston.net or fax to 713.853.8278.

Valet Parking Operator
Name: _____

Permit #: _____

Address: _____

City: _____

State: _____

Zip: _____

Telephone Number: _____

Establishment: _____

Special Event Address: _____

City: _____

State: _____

Zip: _____

Day of operation: _____

Time of operation

FROM: _____

AM PM

TO: _____

AM PM

Street name and blocks
where vehicles will be
stored and a description
of the roadway used for
the drop off/pick up
zone:

Circle one

Circle one

Use back of form if you
require additional space.

Signature

Date